

Annual Data Collection Overview for Electronic and Paper Filers

If you choose to file on paper:

- Your ADC packet contains copies of your personnel data forms from last year. Refer to the enclosed instructions (page 11) to make the necessary changes to these forms.
- Go to <http://www.opi.mt.gov/ADC/index.html> and print out blank copies of the rest of the forms.
- Fill out each form following the instructions on the form and in this document. Use the Authorized Signatures and Checklist page to make sure you complete all required forms.
- Each school should keep copies of its own data forms and send a copy to the district office along with a school calendar and master schedule.
- Each district should send to the county superintendent: (Send each form even if the student count is zero.)
 - School calendar for each school in the district
 - Master schedule for each school in the district
 - Organization Setup form for each school in the district
 - PIR Days for each school in the district
 - Accreditation Data for each school in the district
 - District level personnel form (one per district)
 - School level personnel form(s) for each school in the district
 - Alternative Education Programs for each school in the district
 - Indian Education Report for each school in the district
 - Technology Use Report for each school in the district
 - Personnel Recruitment and Retention Report (one per district)
 - Distance Learning Report (one per district)
 - Testing Coordinators Report (one per district)
 - Completed Authorized Signatures and Checklist (enclosed in this packet)
 - Keep copies for your own files.
- Each county superintendent should review these forms, sign the Authorized Signature and Checklist page where indicated, and forward the packet to the OPI by the due date listed. Keep copies for your own files.
- Submittal is not official until the OPI receives a signed copy of the Authorized Signature and Checklist page along with a copy of each form listed on the checklist.